



GUAM SOLID WASTE AUTHORITY

LOURDES A. LEON GUERRERO
Governor of Guam

JOSHUA F. TENORIO
Lt. Governor of Guam

LARRY J. GAST
General Manager



Employment Opportunity

OPEN COMPETITIVE ANNOUNCEMENT

SAFETY OFFICER

Announcement Number: GSWA-21-002 Open: July 1, 2021
Closed: August 2, 2021

Pay Grade: OPEN: J-01; \$31,076.00 P/A - J-10; \$42,661.00
PROMOTION: J-01; \$31,076.00 P/A - J-18; \$59,768 P/A

The Government of Guam may offer competitive benefit packages, which includes retirement (Defined contribution Plan 401 and 457). Health insurance plans, cafeteria plan, an Employee Assistance Program, annual and sick leave, paid holidays and life insurance. For additional information regarding the Government of Guam Retirement, please visit www.ggrf.com. For other inquiries please visit the Guam Solid Waste Authority.

Nature of work

This is technical work involved in the promotion and management of employee safety. Employees in this class perform technical work in planning, promoting and assisting the department and agencies in establishing safety programs, procedures, techniques, rules and standards and related programs.

Illustrative Examples of Work *(These examples do not list all the duties which may be assigned; any one position may not include all the duties listed).*

- Coordinates with department and agency heads in organizing and establishing safety programs and in formulating rules and procedures.
- Establishes and maintains an accident prevention program which will provide safe, healthful, and efficient environment for employees; prevent damage to property; and reduce costs resulting from preventable accidents.
- Conducts safety surveys and inspections and provide guidance to supervisory personnel.
- Investigates employee accidents and prepares reports of findings.
- Prepares and maintains records, statistics and other reports relative to the safety program.
- Observes physical conditions and operating practices and eliminates factors which are known or predicted to result in injury to persons or damage to property.



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- Responsible for promoting safety by encouraging and stimulating employees to adopt and abide by safety policies, plans, methods and procedures and for maintaining employee relations.
- Serves as staff advisor to department or agency head on safety programs and serves as a safety representative.
- Performs related duties as required.

Examination Requirements

A written test is not required. Applicants will be rated on a scale between 70.00 and 100.00 percent on the basis of their training, education and experience in relation to the requirements of the position.

Qualification Requirements

- A) Two years of work experience in several phases of an organized safety program including safety inspection, safety promotion or safety program management and graduation from high school; or
- B) Any equivalent combination of experience and training which provides the minimum knowledge, abilities and skills.

Minimum Knowledge, Skills, and Abilities

- Knowledge of safety principles, methods, codes, procedures, and techniques.
- Ability to understand and recognize accident hazards in relationship to varied functions, work situations and activities.
- Ability to develop and direct a comprehensive and well-oriented accident prevention program.
- Ability to develop safety standards to meet specific work situations.
- Ability to conduct investigations and provide conclusions from facts obtained as to the cause of the accident.
- Ability to work effectively with the public and employees.
- Ability to communicate effectively, orally and in writing.
- Ability to maintain records and prepare technical reports.

Educational and Documentation Requirements

Applicants claiming educational accomplishments are required to submit official or verified copies of transcripts or diplomas. The diploma, degree, or credits required must come from an educational institution that is accredited or recognized by either its government or a government recognized accrediting agency.

Employment in the service of the government of Guam shall have as a reasonable measure of job performance, the minimum educational requirement of a high school diploma or a successful



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completion of a General Educational Development (GED) Test, or any equivalent of a general education high school program, or a successful completion of a certificate program from a recognized accredited or certified vocational technical Institution, pursuant to Public Law 29-113. For more information, please contact the Guam Solid Waste Authority at 671-646-3215 or 671-647-4312.

Suitability Determination Form

Your employment application will not be deemed completed unless the Suitability Determination Form is completely filled out, signed and dated. If it is not complete or missing from your application, your application for this position will be rejected. Please pay particular attention to question ff2. If you answer "yes", you must attach your police clearance that is no older than one (1) Month from the date of submitting your application. In addition, please resubmit an updated Suitability form if anything occurred that warrants updating your responses on your Suitability Form after you have submitted your application.

Prohibition Pursuant to P.L. 28-98

No person convicted of a sex offense under the provision of chapter 25 of Title 9 GCA, or an offense as defined in Article 2 of Chapter 28, Title 9 GCA in Guam, or an offense in any jurisdiction which includes, at a minimum, all of the elements of said offenses, or who is listed on the Sex Offender Registry shall work in any agency or instrumentality of the Government of Guam.

Employment Medical Examination

All applicants accepting employment must undergo a medical examination and be declared by the physician as capable of performing the duties of the position being hired for.

Work Eligibility

When offered a position, you will be required to provide proof of identity and eligibility for employment in the United States as condition of employment.

Drug Screening

Applicants selected for and offered employment with the Government of Guam shall undergo and pass a mandatory drug test before being employed. This also applies to employees selected for Test Designated Positions (TDP). Failure to submit or pass such drug test shall be grounds for rescinding the offer of appointment.

Police & Court Clearances Requirements

If selected for this position, your selection will be conditional pending submission of a recent police and court clearance, and taking and passing a drug test (see Drug Screening section of the announcement). The hiring department will mail a letter to you explaining these requirements.



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You will have five (5) business days from the postmarked date of your letter to submit police and court clearances that are no older than one (1) month from the date of your letter. The cost of the clearances is your responsibility. If you have already submitted clearances with your employment application, you will not be required to resubmit as long as they meet the date criteria above. If you do not have any conviction or conditions that would warrant rescinding the job offer, and pass the drug test you will be notified of your start date.

Where to Apply

Submit job applications in person at the Guam Solid Waste Authority, 2nd floor, Located at the Public Works Compound, Tamuning, between the hours of 8:00 am. — 5:00 p.m., Monday through Friday. Individuals with disabilities who require special accommodation should contact this office prior to any scheduled examinations or interviews.

For More Information

Call or visit us at the Guam Solid Waste Authority Building, Human Resources Department at (671) 646-3215 or (671) 647-4312. In addition, job announcements and job application forms are accessible through the Guam Solid Waste Authority's website at www.gswa.guam.gov. Also, job applications can be downloaded from www.govguamdocs.com or you can email keilani.mesa@gswa.guam.gov for additional information.

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GSWA General Manager

WE ARE AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER. WE DO NOT DISCRIMINATE ON THE BASIS OF RACE, RELIGION, COLOR, SEX, AGE, DISABILITY, EXCEPT FOR POSITIONS REQUIRING BONA FIDE OCCUPATIONAL QUALIFICATION.